

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

JANUARY 8, 2007

MEMORANDUM

**WHAT'S  
INSIDE?**  
-Revised  
Caregiver's  
Manual and  
Assessment  
Tool

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: INTRODUCING THE REVISED STARS "LEARNING GUIDE FOR  
THE CAREGIVER WHO KNOWS THE CHILD" TRAINING  
MANUAL AND ASSESSMENT TOOL

The purpose of this memorandum is to inform staff that the STARS "Learning Guide for the Caregiver Who Knows the Child" training manual and Family Assessment Tool have been revised to better meet the needs of Caregivers. Many of the revisions to the "Learning Guide for the Caregiver Who Knows the Child" were the result of a statewide survey completed by kinship caregivers regarding their experiences with this learning and assessment process. Major revisions include the following:

- Updated information of Permanency Goals;
- A more in-depth explanation of Concurrent Planning to assist in a better understanding by the caregiver;
- Information was added regarding the "Ready, Set, Fly" program;
- Information was enhanced to assist Kinship Caregivers in identifying and dealing the "Risks in the Community";
- Emphasis on the importance of stress management by the caregiver;
- The addition of the "Rights and Responsibilities of Children in Foster Care";
- Additional information on healthcare and self-care of the caregiver;
- Updated resources and support services;
- Information on the Health Insurance Portability and Accountability Act (HIPAA); and
- The addition of a "Training Assessment" form.

This guide and assessment tool will be sent to each Circuit and Regional Office. Additional copies of this training curriculum may be ordered through Sandra Brame at (314) 416-2781 or e-mail at [Sandra.F.Brame@dss.mo.gov](mailto:Sandra.F.Brame@dss.mo.gov). **Staff should discard all old Caregiver training materials dated September 2000 and begin using the new version dated October 2006 upon receipt.** A copy of this memorandum will be attached to each packet available through the training unit.

<b>NECESSARY ACTION:</b>  1. Review this memorandum and revised forms with all Children's Division staff and Contractors.  2. All questions should be cleared through normal supervisory channels and directed to:	
<b>PDS CONTACT:</b> Veronica Stovall, PDS (573) 522-5060 <a href="mailto:Veronica.E.Stovall@dss.mo.gov">Veronica.E.Stovall@dss.mo.gov</a>	<b>PROGRAM MANAGER:</b> Kathryn Sapp (573) 522-5062 <a href="mailto:Kathryn.Sapp@dss.mo.gov">Kathryn.Sapp@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> N/A	
<b>FORMS AND INSTRUCTIONS:</b> N/A	
<b>REFERENCE DOCUMENTS and RESOURCES:</b> N/A	
<b>RELATED STATUTE:</b> <a href="#">Missouri Revised Statute 210.542</a> – Training and standards for foster parents to be provided, when evaluation of foster parents.	
<b>ADMINISTRATIVE RULE:</b> <a href="#">State Code of Regulation Title 13 CSR 40-60.050</a> Minimal Qualifications of Foster Parents.	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS:</b> N/A	
<b><u>PROGRAM IMPROVEMENT PLAN (PIP):</u></b> <u>P1.6.7</u> Evaluate support and training provided for relative/kinship resource families.  <u>P1.6.7.a</u> Survey current relative caregivers on the adequacy of the Caregiver Who Knows the Child Curriculum  <u>P1.6.7.c</u> Based on curriculum modifications, training to begin to be delivered to newly licensed relative/kinship providers.	
<b>SACWIS REQUIREMENTS:</b> N/A	

PN/VES/rs